

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that youth will receive appropriate and timely first aid treatment when needed.

**PURPOSE**

This policy ensures that first aid kits are readily available when needed and kept fully and appropriately stocked at all times.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the maintenance and location of first aid kits. At a minimum, these SOPs must contain the following requirements:

**Kit Location**

First aid kits are located in areas where youths are present.

**Kit Contents**

Kit contents, based on American Red Cross recommendations, will include all of the following:

- Waste disposal bag.
- Antiseptic ointment.
- Eye rinse solution.
- Band-aids (assorted).
- Disposable non-latex gloves.
- Sterile gauze pads (assorted).
- Sterile roller gauze.
- Adhesive tape.
- Triangular bandage.
- Cold pack.
- Anti-bacterial hand washing solution.

**Replacing  
Contents**

- Sterile saline solution.
- A one-way CPR barrier mask.
- Small plastic bag (in which to place biohazards).
- Bee sting kit (for use as prescribed to particular youth).

Staff using the single item contents of the first aid kit must immediately report to the facility/center director or designee who will ensure the missing contents are promptly replaced.

**Approval and  
Inventory**

The facility/center director or designee will maintain a list of the approved contents of all first aid kits.

A copy of the list is placed inside the kit.

The facility/center director or designee will document weekly checks of the first aid kits.

The facility/center director or designee will replenish depleted supplies as needed.

**AUTHORITY**

Social Welfare Act, MCL 400.115a(1)(l)